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Report for Week Ending 6 November 1957
from
RECORDS DISPOSITION BRANCH

1. Contributionsa. Tangible

- ✓ (1) Project 8-12 - Installation of Subject-Numeric File in Plans Staff, QPV

Installation completed 5 November. Records custodian is screening 4 cubic feet of material for retention, retirement, or destruction. Results accomplished: 3 cubic feet destroyed, 2 cubic feet retired; new file requires 1 safe drawer instead of 2 1/2 drawers previously required. Two employees trained in maintenance of file.

25X1

b. Intangible

- ✓ (1) Arrangements made with Supply Company, to have the Collator now on loan to ONE returned to the Company.

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- ✓ (2) Approved one requisition for non-standard file folders.

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- ✓ (3) Developing a proposed floor plan for the use of divider type open shelf filing equipment in the Office of Communications.

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2. Assignments - Active

- ✓ a. Project 6-95 - Office of Personnel

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No change from previous report. Awaiting return of draft schedule from the Office of the DD/Pers/P. The ARO/OP will follow up on the schedule again today.

- ✓ b. Project 8-18 - Office of Operations/Contact -

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No change from previous report. Project is 50% complete.

- 25X1 ✓ c. Project 8-20 - ORR

Installation of Subject-Numeric file system has been completed in the Services Division (one in the Office of the Chief and one in each of the six branches). Follow up on all previous installations will continue. Assisted the ARO in the retirement and destruction of approximately 30 cubic feet of records in the Trade Controls Branch. Completed the installation of the system in the Office of the Chief, ORR/Materials Division resulting in two installations, one for administrative and one for substantive materials. Project is 35% complete.

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d. Project 8-24 - Map Library Division, ORR []

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Have received statistical information requested from Map Library and are in the process of working up a solution. Project is 15% complete.

e. Op-Wide Files Installation []

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Six Subject-Numeric Files have been installed in OP on an individual basis with most of work being done by RMS analyst. Records Control Schedule completed by [] has been analyzed with finding that of the 54 separate organizational units in OP which have a potential need for standard files installations, some are too specialized to be appropriate for subject-numeric system. Plans are being made to conduct training course for OP records keeping personnel to enlist their more active assistance in installing files in the remaining locations considered appropriate for such files. ARO/OP is being informed at each stage of brodening the files installation program to expedite its completion.

3. Assignments - Inactive

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a. Project 6-40 - OCR []b. Project 6-90 - Commercial Staff []

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4. Vital Materials

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a. [] OCR/Industrial Register, and [] ORR, accompanied last week's trip to the Repository. [] assisted in the transfer, to the Record Center, of all IR microfilm except one series, IR-13, [] Travel Briefs. This transfer involved 3,701 reels. [] worked on an ORR/Economic card file.

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b. Microfilming of Vital Materials in the Office of Personnel and ORR/Geographic Area continues.

c. The Office of the Comptroller is presently revising their Vital Materials deposit schedule. [] informed us that the revised schedule should be in our possession before the end of this year.

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5. News

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✓ a. Informed by [] ARO/Commo, that the proposed plan to install open shelf filing equipment at [] has been approved.

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b. A meeting was held with [] Deputy Chief, ORR, Materials Division and the branch chiefs to discuss the proposed installation of the Agency filing system for administrative materials only. A meeting with branch secretaries is scheduled for Friday.

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